



TORQ Analysis of Accountants to Payroll and Timekeeping Clerks

INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Accountants	13-2011.01	Abilities:	Importance Level: 50	Weight: 1
To Title:	Payroll and Timekeeping Clerks	43-3051.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

OUTPUT SECTION:

Grand TORQ:


































89

Ability TORQ				Skills TORQ				Knowledge TORQ			
Level		<div><div></div></div> 91		Level		<div><div></div></div> 85		Level		<div><div></div></div> 90	
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
No Critical Gaps Recorded!				Speaking	61	6	74	Clerical	79	1	80
				Reading Comprehension	64	4	77				

LEVEL and IMPT (IMPORTANCE) refer to the Target Payroll and Timekeeping Clerks. GAP refers to level difference between Accountants and Payroll and Timekeeping Clerks.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Accountants	Payroll and Timekeeping Clerks	Importance
Information Ordering	55 	46 	 75
Oral Comprehension	60 	53 	 68
Oral Expression	64 	57 	 68
Problem Sensitivity	59 	41 	 68
Mathematical Reasoning	64 	48 	 68
Deductive Reasoning	69 	50 	 65
Near Vision	66 	57 	 65
Written Comprehension	62 	55 	 62
Speech Recognition	46 	39 	 62
Speech Clarity	46 	39 	 62
Written Expression	59 	44 	 56



Inductive Reasoning	57		44		53
Selective Attention	41		37		53
Category Flexibility	53		41		50
Skill Level Comparison - Abilities with importance scores over 69					
Description	Accountants	Payroll and Timekeeping Clerks	Importance		
Time Management	71		63		83
Reading Comprehension	60		64		77
Mathematics	68		60		77
Active Listening	68		66		74
Speaking	55		61		74
Knowledge Level Comparison - Knowledge with importance scores over 69					
Description	Accountants	Payroll and Timekeeping Clerks	Importance		
Clerical	78	79			80

Experience & Education Comparison					
Related Work Experience Comparison			Required Education Level Comparison		
Description	Accountants	Payroll and Timekeeping Clerks	Description	Accountants	Payroll and Timekeeping Clerks
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	0%	0%
6-8 years	0%	6%	Post-Masters Cert	0%	0%
4-6 years	27%	1%	Master's Degree	0%	0%
2-4 years	37%	32%	Post-Bachelor Cert	3%	0%
1-2 years	7%	25%	Bachelors	80%	3%
6-12 months	26%	17%	AA or Equiv	1%	3%
3-6 months	0%	5%	Some College	10%	28%
1-3 months	0%	1%	Post-Secondary Certificate	0%	16%
0-1 month	0%	0%	High School Diploma or GED	3%	41%
None	1%	10%	No HSD or GED	0%	0%
Accountants			Payroll and Timekeeping Clerks		
Most Common Educational/Training Requirement:					
Bachelor's degree			Moderate-term on-the-job training		
Job Zone Comparison					
4 - Job Zone Four: Considerable Preparation Needed			3 - Job Zone Three: Medium Preparation Needed		
A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.			Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.		



Most of these occupations require a four - year bachelor's degree, but some do not.

Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

Tasks

Accountants

Core Tasks

Generalized Work Activities:

- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Analyzing Data or Information - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Specific Tasks

Occupation Specific Tasks:

- Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans.
- Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Appraise, evaluate, and inventory real property and equipment, recording information such as the description, value and location of property.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Develop, implement, modify, and document recordkeeping and accounting

Payroll and Timekeeping Clerks

Core Tasks

Generalized Work Activities:

- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Specific Tasks

Occupation Specific Tasks:

- Compile employee time, production, and payroll data from time sheets and other records.
- Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments.
- Complete time sheets showing employees' arrival and departure times.
- Complete, verify, and process forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance.
- Compute wages and deductions, and enter data into computers.
- Coordinate special programs, such as United Way campaigns, that involve payroll deductions.
- Distribute and collect timecards each pay period.
- Issue and record adjustments to pay related to previous errors or retroactive increases.
- Keep informed about changes in tax and



systems, making use of current computer technology.

- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Establish tables of accounts and assign entries to proper accounts.
- Investigate bankruptcies and other complex financial transactions and prepare reports summarizing the findings.
- Maintain or examine the records of government agencies.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Provide internal and external auditing services for businesses or individuals.
- Report to management regarding the finances of establishment.
- Represent clients before taxing authorities and provide support during litigation involving financial issues.
- Serve as bankruptcy trustees or business valuers.
- Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.
- Work as Internal Revenue Service (IRS) agents.

Detailed Tasks

Detailed Work Activities:

- advise clients on financial matters
- analyze applicant's financial status
- analyze budgets
- analyze financial data
- analyze financial information to project future revenues or expense
- appraise, evaluate, or inventory real property or equipment
- compile data for financial reports
- compute financial data
- compute taxes
- conduct financial investigations
- confer with taxpayer or representative
- determine tax liability according to prescribed laws
- develop budgets
- develop or maintain budgeting databases
- direct and coordinate financial activities
- evaluate degree of financial risk
- fill out business or government forms

deduction laws that apply to the payroll process.

- Post relevant work hours to client files to bill clients properly.
- Prepare and balance period-end reports, and reconcile issued payrolls to bank statements.
- Process and issue employee paychecks and statements of earnings and deductions.
- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.

Detailed Tasks

Detailed Work Activities:

- compile data for financial reports
- compute financial data
- compute taxes
- enter time sheet information
- fill out business or government forms
- maintain balance sheets
- maintain records, reports, or files
- prepare reports
- prepare tax reports
- process payroll documents, records, or checks
- reconcile or balance financial records
- use computers to enter, access or retrieve data
- use oral or written communication techniques

Technology - Examples

Accounting software

- Intuit Quicken software

Compliance software

- BSI ComplianceFactory

Data base user interface and query software

- Data entry software

- Microsoft Access

Electronic mail software

- Email software



- follow tax laws or regulations
- inspect account books or system for efficiency, effectiveness, or acceptability
- maintain account records
- maintain record of organization expenses
- make revenue forecasts
- note discrepancies in financial records
- obtain financial information from individuals
- perform general financial analysis
- prepare audit reports or recommendations
- prepare financial reports
- prepare periodic reports comparing budgeted costs to actual costs
- prepare tax reports
- prepare tax returns
- use accounting or bookkeeping software
- use accounting terminology
- use computers to enter, access and retrieve financial data
- use cost benefit analysis techniques
- use spreadsheet software
- use statistical cost estimation methods
- verify bank or financial transactions
- write administrative procedures services manual

Technology - Examples

Accounting software

- Accounts payable software
- Accounts receivable software
- Accurate NXG
- AcorynSystems Activity Based Costing/Management ABC/M
- AdaptaSoft CyberPay
- Asset management software
- ATX Total Accounting Office
- ATX Total Engagement Office
- Automation Counselors municipAL
- Best MP Fund Accounting
- Billing software
- CCIS AccountAbility
- Cost accounting software
- CYMA IV Accounting for Windows

- Microsoft Outlook

- Novell GroupWise

Human resources software

- ADP Enterprise HRMS

- API Navigator

- Human Resource MicroSystems HR Entre

- Sage Software Abra HRMS

Internet browser software

- Netscape Navigator

- Web browser software

Office suite software

- Microsoft Office

Presentation software

- Microsoft PowerPoint

Spreadsheet software

- Microsoft Excel

- Spreadsheet software

Time accounting software

- ADP eTIME

- ADP PC/Payroll

- Automated payroll software

- Automated timekeeping software

- BMH Open4 Payroll

- CyberShift Workforce Management 3G Time and Attendance

- EBS On Line InstaPay

- Galaxy Technologies TimeStar Enterprise

- Jantek Jupiter Time Attendance

- Kronos Workforce Payroll

- Mangrove Software HR20

- Microsoft Great Plains Personal Data Keeper

- NuView EBS

- Oracle PeopleSoft Payroll for North America

- Paychex Preview

- PDS Vista



- Evron Computer Systems SAGE PFW (Platinum For Windows)

- Financial reporting software

- Financial statement software

- FRx Software Microsoft FRx

- Fund accounting software

- General ledger software

- Heron CrossTie General Ledger

- Intuit QuickBooks

- Invoice software

- Lead Activity Analyzer

- Lead Business Analyzer

- Micronetics Xpert Write-up

- Multiview Accounts Receivable

- New Millennium Communications Genesis Accounting

- Pro Systems Client Write-Up System for Windows

- Profit Developers Electronic File Interchange

- PROPHIX Enterprise

- Roundtable Software Advantage Accounting System

- Sage CPAAccounts Payable

- Sage CPAAccounts Receivable

- Sage CPAClient Checkbook

- Sage CPAPractice Manager

- Sage Peachtree

- Sage Software BusinessWorks

- Sage Software Peachtree software

- Softrax Revenue Management

- Summit Software Summit Biofuels Accounting

- UA Business Software Professional Edition

Compliance software

- Accounting compliance software

- ACCUCert software

- RSM McGladrey Clear Pay

- SAP Americas mySAP ERP Human Capital Management HCM

- TimePlus Payroll

- Ultimate Software UltiPro Workforce Management

- Unitime Systems Software

- Virtual Software Virtual Timecard

- WorkForce Software EmpCenter Time and Attendance

Word processing software

- Microsoft Word

- Word processing software

Tools - Examples

- 10-key calculators

- Desktop computers

- Computer terminals

- Personal computers



- FLS eDP PAYROLL tax

- Intrax ProcedureNet

- Paisley Cardmap

- Paisley Focus Control Assurance

- Paisley RiskNavigator

- Tax compliance property tax management software

Customer relationship management CRM software

- Blackbaud The Raiser's Edge

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Microsoft Access

- Practice management software PMS

- Sage Solutions CPAPayroll

Development environment software

- eXtensible Business Reporting Language XBRL

Document management software

- Accutrac software

- Document management software

- OmniRIM software

- Sage CPADocument Manager

Enterprise application integration software

- Business Objects Data Integrator

Enterprise resource planning ERP software

- Accountants Templates JAZZ-It!

- AcornSystems Corporate Performance Management

- Cartesis ES Magnitude

- Great Plains software

- Hyperion Solutions System 9

- Microsoft Dynamics GP

- Microsoft Dynamics NAV

- Microsoft Dynamics SL

- Microsoft Great Plains Solomon



- NetSuite NetERP

- Sage Accpac

- Sage MAS 200

- Sage Software Platinum for Windows PFW

Financial analysis software

- Accounting fraud detection software

- AuditWare software

- Brentmark Estate Planning Quickview

- Cammack Computations Inter-Est

- Cartesis Magnitude iAnalysis

- Estate planning software

- Fixed-assets depreciation software

- MethodWare ProAudit Advisor

- Microsoft FRx

- OSI TrustWise

- Paisley AutoAudit

- Paisley IssueTrack

- Payables Tests Sets for ACL software

- Pentana audit work system PAWS

- RSM McGladrey Advanced Practice Solutions Paperless Audit

- RSM McGladrey Auditor Assistant

- Sage MAS 500

- Sync Essentials Trade Accountant

Human resources software

- Sage Software Abra HRMS

Inventory management software

- AIM Asset Management Software

- Sage MAS 90

Office suite software

- Microsoft Office

Operating system software

- Microsoft Windows

Presentation software

- Microsoft PowerPoint



Spreadsheet software

- Microsoft Excel

Tax preparation software

- 1099 ProsSoftware
- Abacus Tax Software
- Advanced Micro Systems 1099-Etc
- American Riviera Magtax
- ATX Total Tax Office
- Avalara AvaTax ST
- BNA Estate and Gift Tax Suite
- BNA Income Tax Planning Solutions
- BNA Sales and Use Tax Rates and Forms
- CCH ProSystem fx TAX
- Creative Solutions UltraTax 1040
- H&R Block TaxCut Software
- IDMS Account Ability
- Income tax return preparation software
- Intuit Lacerte
- Intuit ProSeries
- Intuit TurboTax
- KPB Associates TaxStream
- NewPortWave Year End Solutions
- Ortax Software IntelliTax Business for Windows
- Ortax Software IntelliTax Classic
- Thomson GoSystem Tax
- Universal Tax Systems TaxWise

Time accounting software

- Payroll software

Transaction server software

- Tumbleweed SecureTransport

Word processing software

- Microsoft Word

Tools - Examples

- 10-key calculators



- Desktop computers
- Fax machines
- Notebook computers
- Personal computers
- Personal digital assistants PDA
- Photocopying equipment
- Scanners
- Tablet computers

Labor Market Comparison

Description	Accountants	Payroll and Timekeeping Clerks	Difference
Median Wage	\$ 48,110	\$ 30,470	\$(17,640)
10th Percentile Wage	\$ 33,700	\$ 22,470	\$(11,230)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 62,620	\$ 35,970	\$(26,650)
90th Percentile Wage	\$ 81,400	\$ 40,700	\$(40,700)
Mean Wage	\$ 53,860	\$ 31,260	\$(22,600)
Total Employment - 2007	3,250	650	-2,600
Employment Base - 2006	3,967	672	-3,295
Projected Employment - 2016	4,395	649	-3,746
Projected Job Growth - 2006-2016	10.8 %	-3.4 %	-14.2 %
Projected Annual Openings - 2006-2016	113	17	-96

National Job Posting Trends

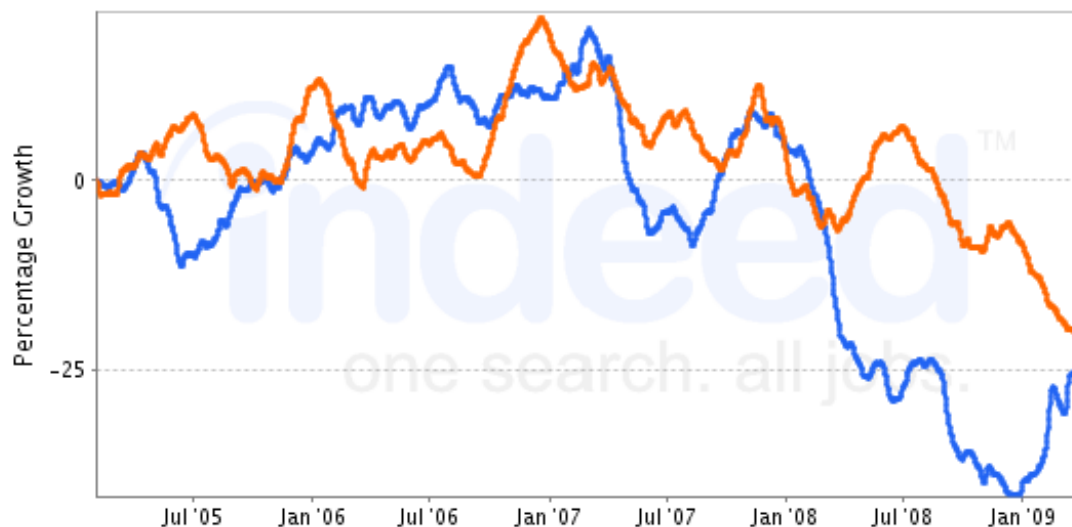
Trend for Accountants

Trend for
Payroll and
Timekeeping
Clerks



Job Trends from Indeed.com

— Accountants — Payroll Clerk



Data from [Indeed](http://Indeed.com)

Recommended Programs

Accounting Technician

Accounting Technology/Technician and Bookkeeping. A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
Kennebec Valley Community College	92 Western Ave	Fairfield	www.kvcc.me.edu
University of Maine at Machias	9 O'Brien Ave	Machias	www.umm.maine.edu
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

Maine Statewide Promotion Opportunities for Accountants

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
13-2011.01	Accountants	100	4	3,250	\$48,110.00	\$0.00	11%	113
13-2051.00	Financial Analysts	92	4	210	\$71,380.00	\$23,270.00	10%	4
13-2061.00	Financial Examiners	90	4	120	\$55,110.00	\$7,000.00	3%	2
13-2031.00	Budget Analysts	89	4	170	\$57,290.00	\$9,180.00	3%	5
15-2011.00	Actuaries	89	5	0	\$53,980.00	\$5,870.00	0%	0
13-2052.00	Personal Financial Advisors	88	3	360	\$94,100.00	\$45,990.00	10%	13



13-2011.02	Auditors	87	4	3,250	\$48,110.00	\$0.00	11%	113
19-3011.00	Economists	87	5	50	\$49,150.00	\$1,040.00	2%	2
11-3031.01	Treasurers and Controllers	87	5	2,440	\$67,670.00	\$19,560.00	7%	58
13-2053.00	Insurance Underwriters	86	3	460	\$56,090.00	\$7,980.00	-1%	12
41-3031.01	Sales Agents, Securities and Commodities	86	4	0	\$65,230.00	\$17,120.00	5%	33
11-3031.02	Financial Managers, Branch or Department	86	4	2,440	\$67,670.00	\$19,560.00	7%	58
41-3031.02	Sales Agents, Financial Services	86	4	0	\$65,230.00	\$17,120.00	5%	33
13-2072.00	Loan Officers	85	3	1,450	\$49,380.00	\$1,270.00	9%	29
11-3041.00	Compensation and Benefits Managers	83	3	200	\$68,560.00	\$20,450.00	2%	5

Top Industries for Payroll and Timekeeping Clerks

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Accounting, tax preparation, bookkeeping, and payroll services	541200	8.45%	18,059	23,560	30.46%
Management of companies and enterprises	551100	5.64%	12,037	12,489	3.75%
Local government, excluding education and hospitals	939300	5.51%	11,780	11,910	1.10%
Employment services	561300	4.85%	10,350	11,790	13.91%
Elementary and secondary schools, public and private	611100	4.67%	9,971	9,457	-5.16%
General medical and surgical hospitals, public and private	622100	2.25%	4,805	4,788	-0.36%
Automobile dealers	441100	2.21%	4,730	4,830	2.10%
Nursing care facilities	623100	2.13%	4,543	4,444	-2.19%
Plumbing, heating, and air-conditioning contractors	238220	1.61%	3,441	3,497	1.63%
Federal government, excluding postal service	919999	1.57%	3,355	2,855	-14.92%
Colleges, universities, and professional schools, public and private	611300	1.48%	3,152	3,173	0.69%
Electrical contractors	238210	1.43%	3,053	2,881	-5.63%
General freight trucking	484100	1.29%	2,750	2,800	1.80%
Other specialty trade contractors	238900	1.27%	2,711	2,697	-0.53%
Nonresidential building construction	236200	1.26%	2,700	2,723	0.84%



Top Industries for Accountants

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Accounting, tax preparation, bookkeeping, and payroll services	541200	21.37%	272,351	355,310	30.46%
Self-employed workers, primary job	000601	7.79%	99,236	105,724	6.54%
Management of companies and enterprises	551100	5.38%	68,525	86,895	26.81%
Local government, excluding education and hospitals	939300	3.32%	42,296	52,267	23.57%
State government, excluding education and hospitals	929200	3.06%	39,011	42,109	7.94%
Depository credit intermediation	522100	2.04%	26,041	26,549	1.95%
Colleges, universities, and professional schools, public and private	611300	2.01%	25,611	28,652	11.87%
Federal government, excluding postal service	919999	1.85%	23,630	20,105	-14.92%
Self-employed workers, secondary job	000602	1.75%	22,317	22,217	-0.45%
Management, scientific, and technical consulting services	541600	1.45%	18,502	36,334	96.38%
Employment services	561300	1.43%	18,183	25,315	39.22%
Computer systems design and related services	541500	1.21%	15,429	22,915	48.52%
General medical and surgical hospitals, public and private	622100	1.16%	14,756	16,337	10.71%
Office administrative services	561100	1.09%	13,937	19,438	39.47%
Other financial investment activities	523900	1.03%	13,154	20,391	55.02%